

PLANT CITY COMMUNITY CHORALE

December 26, 2023

BOARD MEETING MINUTES

TIME: **7:00 p.m.**

LOCATION: **Applebees Brandon, FL 33511**

PRESENT: Michael Brandt – Executive Director (ED)
Kim Rupp – Treasurer
Lisa Sode – Secretary

ABSENT: None

GUESTS: None

Executive Director Michael Brandt called the PCC Chorale (PCCC) Board of Directors (BoD) meeting to order at 7:35 p.m.

APPROVAL OF PREVIOUS MINUTES

October minutes were approved and will be sent to Ann to post on the website. November minutes not yet submitted.

TREASURER’S REPORT

Kim confirmed that Ann has all the necessary reports and numbers for November.

The QuickBooks Income Statement*, October Balance Sheet*, October Balance Sheet Detail*, Profit & Loss*, and the Fiscal YTD Profit & Loss* were presented and reviewed.

**Copies of these financial documents will be made available to the Members via an email request or by viewing the quarterly updates on the PCCC Website.*

OLD BUSINESS

Winter Concert Wrap Up

Total ticket sales = 291 tickets.

Kim confirmed that payment to Nativity for their percentage of our ticket sales would be mailed within the next few days.

A total of \$420 was collected from the members as a donation to Coleman's students for their gracious participation.

NEW BUSINESS

Conflict of Interest

All members signed a Conflict of Interest form. Michael will send it to Ann for posting.

Readiness for Spring Rehearsals

Lisa will touch base with Coleman to confirm the final list of songs. Kim will order immediately so they are available in time for rehearsals.

Michael asked if we have printed Handbooks ready for new members. Lisa assured him that we have plenty ready to hand out.

Lisa will send out a reminder email within the next week to all members about the Monday, January 15, 2024 rehearsal start date at 7:00 PM at First United Methodist Church in Plant City.

Dresses

The Board discussed the logistics of returning the dresses that need to be exchanged to different sizes. Marilyn has agreed to collect the dresses at the first rehearsal and send them back. Marilyn had requested that the Chorale pay for the postage to mail the dresses back. The Board discussed this and unanimously agreed that this is not a Board expense. Marilyn will be notified as such.

A reminder will be put in the next couple of email correspondences to the women to bring their dress on the first night of rehearsals.

Bonuses

It was questioned as to whether or not the Chorale should pay Coleman a bonus for his extra work on the Gloria/Christmas Concert. It was agreed that

we should wait to let the dust settle and see how well we do financially with the Spring concert.

Advance Scoping of Concert Venue

Michale mentioned trying to get a team out to our next venue (potentially East Side Baptist) a few days ahead of dress rehearsal to help anticipate any challenges in Chorale positioning; risers; microphones, etc.

Assisted Living Facilities

Again, the topic arose of approaching assisted living facilities in the area of our concert to offer their residents discounted tickets to our concert. We discussed possibly recruiting someone from the Chorale to take on this task.

NEXT BOARD MEETING

The next monthly BoD Meeting will be Tuesday, January 9, 2024 at 7:00 PM.

ADJOURNMENT

There being no additional business, Brandt called for adjournment.

The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Lisa Sode

Lisa Sode – PCCC Secretary